



Saco – Childcare Handbook

Tuition Rates: Tuition rates for the 2006-2007 summer care and school year are below. Payments are expected every Friday by 5:30 p.m. for the following week. Payments are expected regardless of vacations, absences, or holidays. A two-week notice is required for termination of care. Part time care is available, but the days must be the same every week. Your child's spot in our program will be secured once the following items are received by us: payment for the first week, registration fee, any field trip fees and parent contract. Two weeks of not attending the program without prior notification will result in dismissal from the program.

Daycare Payment Chart

	School year care	Full Time (4-5 days per week)	Part Time (2-3 days per week)
Grades 1-5	\$82.00 per week	\$82.00 per week	\$25.00 per day
Kindergarten Care	\$135.00 per week	\$135.00 per week	\$40.00 per day

Daycare Extras Chart

Full-Time Care during VACATION WEEKS	\$135.00/week
Part-Time Care during VACATION WEEKS	\$40.00/Day
School Holidays	\$20.00/Day extra
Drop-in Early Release	\$35.00/Day
Drop-in Care	\$40.00/Day

Additional Fees: We occasionally offer classes such as Karate and Soccer. These classes are not included in the weekly tuition rates. We will release a schedule of classes, times and fees two weeks prior to classes starting. Other fees include:

- Late pick-up fee: \$1.00 per minute after 5:30 p.m.
- Late payment fee: \$5.00 per day, starting on Mondays
- Registration fee: \$10 per child (non-refundable)
- Transportation fee: Based on cost, if we are transporting your child to and from our program (for children not attending Young, Burns, Notre Dame, or Saco Middle School)
- Return check fee: \$20 per check (after two returned checks payment must be made by cash or money order)
- Non-payment for two consecutive weeks will lead to termination of care

Abuse and Neglect: If we at Howard Sports Daycare find any evidence of abuse or neglect concerning your child, by law, we are obligated to report this to the proper authorities.

If you send money: with your child for an extra activity such as a field trip, or lunch from our concession stand, etc., PLEASE put it in an envelope with your child's name. Also, please only send as much as your child will need. Do not send large bills. We cannot make change for every child who comes to us with a \$20 bill.

Holidays: The Howard Sports Child Care Center will be closed on the following holidays: New Year's Day, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Eve day, Christmas Day, and the day after Christmas, New Year's Day.

NOTE: Tuition does not decrease during a holiday week. All payments remain the same.

Entering and leaving the facility: We require that each child be signed in when they arrive and signed out when they leave. Do not drop your child off at the curb, or pick up your child without coming in the building yourself to sign them out. We will not allow a child to leave with anyone other than a parent/guardian unless we receive written permission or a phone call from you. Please make sure they bring a picture ID. It will be checked. Children are not allowed to leave the facility without an adult escort.

Personal Items: Children are welcome to bring personal items to the arena. They need to be labeled. We ask that children keep extra clothing in their lockers. Gameboys and electronic equipment (cd players, hand-held TVs, walkmen) are not allowed at the arena.

Illness: If your child exhibits any of the following symptoms, we ask that you keep them home. We will contact you if your child shows any of these symptoms while in our care. In addition, we ask that you keep your child home for 24 hours following the start of an antibiotic treatment for a contagious condition (e.g.; strep throat). This policy is to protect your child as well as other children in our care.

- Fever greater than 100.9
- Contagious illness (chicken pox, etc.)
- Diarrhea or vomiting
- Conjunctivitis
- Unknown rashes
- Head lice

Medication: If your child requires medication while in our care, we need to have the medication in the original container. We also require a signed permission slip with directions on how to administer the medication.

Discipline: Our goal when confronted with a problem is to have the child figure out how to keep the problem from happening again. The children in our program are old enough to learn that their actions have consequences. If they hurt someone (physically or emotionally), they need to repair the damage. Time outs were designed for children to regain control and think, not to punish. We will put a child in time out if we feel they need the time to get themselves back under control. In most circumstances, that is not necessary.

Harassment, Threats, or Violence: Harassment, threats, intimidation, or violence of any kind will not be tolerated in our program. Any infraction of this rule will result in immediate parental involvement. We will work with parents to resolve the situation. Continuing infractions will result in probationary status leading to expulsion from the program. Our goal is to provide children with a safe, and stimulating program.

Parental Involvement: One of the most important aspects of any child care program is parent involvement. Please feel free to come to us at any time. We will check emails and phone messages daily. Any questions or concerns will be dealt with immediately. It is important to us to make this the best possible experience for your child.

The Howard Sports Child Care Center is a program designed exclusively for school-aged children. We are open to children in kindergarten through grade 5. We are open 52 weeks per year and emphasis is placed on offering children more opportunities than traditional settings. We provide many different opportunities for your child including use of the fields and other parts of our facility. Time in the room is spent working on homework and arts and crafts projects. Our goal is to provide a secure environment where older children can explore their interests.

Schedule of hours:

<u>Typical Daycare Schedule</u>			
School Days		Non-school Days	
6:30 a.m.	Open	6:30 a.m.	Open
6:30 - 7:30 a.m.	Breakfast available	6:30 - 8:00 a.m.	Breakfast available
		8:00 - 9:00 a.m.	Activity 1
		9:00 a.m.	Morning snack
7:45 a.m.	Bus pick-up	9:30 - 10:30 a.m.	Activity 2
		10:30-11:30 a.m.	Activity 3
		11:30 - 12:30 p.m.	Lunch
2:45 p.m.	Bus drop off	12:30 - 1:30 p.m.	Activity 4
3:00 p.m.	Afternoon snack	1:30 - 2:30 p.m.	Activity 5
3:15 - 3:45 p.m.	Homework	2:30 - 3:30 p.m.	Snack
3:45 - 5:15 p.m.	Activities	3:30 - 4:30 p.m.	Last Activity
5:30 p.m.	Close	5:30 p.m.	Close

Children must be picked up by 5:30 p.m. A \$1 per minute late fee will be charged for late pickup.

Snacks and Meals: We provide breakfast (cereal, toast, bagels, juice & milk), morning snack (when there is no school), and afternoon snack. Snacks will be nutritious (fruit, vegetables and crackers, etc.). Children must bring their own lunch. We will have microwave ovens on hand in order to heat lunches for children. Children are welcome to bring their own snacks, but we do not allow candy or sugar snacks in the morning.

Homework: Homework takes priority over other activities. We have time scheduled every day for homework. If a child does not finish in the allotted time, we ask them to put their work aside and go play. We feel that they should be able to take advantage of the facility and get their other activities in as well as their homework.

Activities: Activities range from board games to craft projects to athletic events. We understand that not all children play at the same ability level. Adjustments will be made based on experience. It is very important to us that the children feel comfortable on our playing fields. Activities are optional, and we try to offer a variety from which the children can choose.

Howard Sports Child Care Center sports and activities (including, but not limited to)

- Kickball
- Soccer
- Dodgeball
- Floor hockey
- Secret agent
- Rollerblading
- T-ball
- Scooter time
- Cooperation games
- Flag football
- Roller hockey
- Arts and crafts
- Gymnastics
- Capture the flag
- Outside playground
- Field trips
- Ping pong
- Foosball
- Basketball